
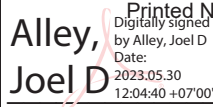


U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Embassy Hanoi (NEC Site)		2. Agency Department of State		3a. Position Number A562-200 et al
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A562-200, A562-201, A562-202, A562-203, A562-204				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) Implementation of SJD for new positions				
5. Classification Action	Position Title and Series Code		Grade	Initials Date (mm-dd-yyyy)
a. Post Classification Authority RSC-EAP-PCD	Local Guard Shift Supervisor, FSN-710		FSN-6	PH/RF 06/14/2023
b. Other GTM/OE/PC	Local Guard Shift Supervisor, FSN-710		FSN-6	CW 9/1/2020
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title) Local Guard (LG) Shift Supervisor		7. Name of Employee		
8. Office/Section RSO		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee		10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor		
Signature of Employee _____ Date (mm-dd-yyyy) _____		Signature of Supervisor _____ Date (mm-dd-yyyy) _____		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Paul J Hom _____ Printed Name of Chief or Agency Head  Signature of Chief or Agency Head _____ Date (mm-dd-yyyy) 5/24/2023		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Joel D. Alley Printed Name of Admin or Human Resources Officer  Alley, Joel D Digitally signed by Alley, Joel D Date: 2023.05.30 12:04:40 +07'00' _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____		
NOTE: This Shift Supervisor SJD covers positions that oversee up to 60 Guards; whereas the FSN-7 Shift Supervisor SJD covers positions that oversee up to 100 Guards. A.SJD text that is in BLACK (no color) must be maintained by post with no modification. B.SJD option text in GREEN requires post to enter values that are specific to the local position. C.SJD option text in BLUE designates an option that may be used if required in the local position. If not required, text in BLUE should be deleted.				
13. Basic Function of Position Provides security for Embassy Hanoi personnel and facilities by conducting access control and visitor screening duties as a member of a local guard program. Detects, deters, responds, and reports potential criminal and terrorists' acts directed against U.S. Government personnel and facilities. Serves as Shift Supervisor for all U.S. government facilities and leased residences by providing operational and administrative supervision of each local guard shift ensuring that U.S. government property and personnel are safeguarded. Responsibilities includes planning the schedules guard assignments and making arrangements as needed based upon environmental conditions.				

14. Major Duties and Responsibilities

Protects U.S. Government personnel, facilities, and equipment from damage or loss. The Local Guard force (LGF) is one component of the Mission's security apparatus and complements other physical, technical, and procedural security systems. The LGF shall carry out specific actions as described in General and Post Orders.

Security Operation Supervision (50%)

Security Operation Management

- Assists the LGF Commander with the supervision of the Embassy Hanoi's LGF program to provide security services on a 24-hour basis to USG personnel, facilities, and property.
- Responsible for the operational and administrative supervision of each local guard shift.
- Responsible for planning the activities of each shift and for making changes to shifts based upon environmental conditions.
- Provides orientation and on-the-job training to new guards on rules, regulations, and procedures and how the LGF operations fit in to the larger RSO and Mission goals.
- Coordinates security response to security incidents or emergency situations.
- Coordinates enforcement of mission security standards with Host Country Police personnel when responding to suspicious persons/items, civil disturbances, acts of crime, or terrorist incidents that threaten the safety of mission personnel or facilities.
- Provides security assistance at mission-related special events or during emergencies/critical incidents at U.S. Government facilities.
- Coordinates Embassy Hanoi wide drills with Weapons of Mass Destruction (WMD) First Responder Team, RSO, Medical Unit, and the Marine Security Guard Detachment to ensure a coordinated response with LGF personnel at posts.

Security Program inspection and assessment

- Performs mobile supervisory inspection of guards and guard posts, on a regular and rotating shift basis, to ensure compliance with Guard and Post Orders.
- Conducts personnel and posts inspection as directed by the RSO and Post Orders.
- Conducts routine, unscheduled inspections of all COM residence exteriors and all USG private and official vehicles. Immediately reports all discrepancies noted during inspections.
- Routinely inspects Guard Posts Logs and maintains the LGF Shift Leaders' Logbook. Completes, submits and maintains a database of security incident reports
- Assesses security operations at the Embassy Hanoi and annexes, as well as temporary venues, the Chancery, and residences to develop recommendations for optimal security procedures via chain of command.

Safety use of security equipment and vehicle

- Responsible for the proper use and scheduled maintenance for all assigned security equipment and government vehicle.
- Ensures that guards maintain custody of LGF equipment issued to them, and that such equipment is used effectively and properly.
- Ensures that all security equipment and vehicle assigned is operational and coordinates any required maintenance, repair, and/or replacement.

Administrative Duties (50%)

Security Administration and reports

- Assists with organizing and conducting weekly sessions for all LGF personnel on administrative matters and security procedures.
- Prepares written reports on security incidents and regularly advises the security chain of command on ongoing LGF operations.
- Reviews Post Logbooks and prepares incident reports covering unusual happenings or accidents, reports irregularities and complaints pertaining to the conduct of guard or other aspects of the guard service function as required.
- May fill-in as LGF Deputy Commander or Commander in their absence.

LGF Evaluation and Development

- Responsible for identifying under-performing guards for additional training, identifying exceptional guards for additional responsibility, and recommending separation of guards whose performance falls below acceptable standards. Shift Supervisors are responsible for recommending specific refresher training to underperforming guards.
- Performs LGF personnel evaluation and plans for LGF workforce development
- Participates in the hiring process as vacancies within the LGF become available.

Incumbent serves as an incidental operator of official vehicles and meets all requirements outlined in 14 FAM 433.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the Regional Security Office.

15. Qualifications Required For Effective Performance

a. Education:

Completion of secondary education, high school diploma or the local equivalent.

b. Prior Work Experience:

A minimum of 3-year experience in the military or as a police officer, or security guard.

c. Post Entry Training:

Upon entry and prior to independently performing duties, incumbent receives 80 hours of basic guard training, specialized training, and up to one month of on-the-job training for the specific operational environment. Additionally, incumbent participates in yearly refresher training, corrective training, and related security training as required. SMITH System Defensive Training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Vietnamese Level 3 (good working knowledge) is required.

English language Level 3 (good working knowledge) is required

e. Job Knowledge:

Knowledge of the emergency response procedures and notification process, familiarity with state-of-the-art security equipment and processes, awareness of cultural norms and customs required.

f. Skills and Abilities:

Ability to understand the security control panel and to operate emergency alarms and the public address system. Ability to use state-of-the-art security and radio communication equipment. Ability to use Automated External Defibrillator. Ability to use fire extinguisher. Ability to use personal protective equipment (i.e. batons, pepper spray, handcuffs, and flexi cuffs, etc.). Ability to walk and/or stand for an extended period of time in a wide variety of weather conditions. Ability to work flexible shift schedules, to include nights, days, weekends, and/or holidays. Ability to operate motor vehicle. Host country driving license is required. Must effectively react to various incidents. Must be able to independently take action as necessary depending on the nature of incidents outlined in guard orders. Must be able to communicate with persons from all socioeconomic classes. Must be familiar with dispute mediation tactics to ease potentially dangerous security situations. Must be proficient in presentation techniques and instructional strategies. Must also be proficient in Microsoft Word, Excel, PowerPoint, and SharePoint. Must be immediately capable of performing the duties of the LGF Commander and serve in this position for short periods in the LGF Commander's absence.

16. Position Elements

a. Supervision Received:

Direct supervision from Local Guard Force Commander/ARSO/RSO/SSC/SSM.

In an emergency, direction may be given directly by the RSO/ARSO/SSC/SSM and designated RSO personnel.

b. Supervision Exercised:

Provides security operational and administrative supervision to LGF up to 60 guard personnel

c. Available Guidelines:

Local Employee Staff handbook, RSO Standard Operating Procedures, RSO General Orders, Post Specific Guard Orders, Special Orders, Diplomatic Security/OPO training materials and verbal guidance by supervisors.

d. Exercise of Judgment:

Must exercise good judgment and common sense at all times and be able to effectively function in emergency situations and other periods of excessive stress, and respond forcefully, tactfully and/or diplomatically in all situations. Makes decisions on issues of routine or established policy and procedures. Refers questions of significant nature that may impact the overall Mission Security program to the RSO/LGF Commander.

e. Authority to Make Commitments:

N/A

f. Nature, Level and Purpose of Contacts:

Communication with all visitors, all Embassy Hanoi personnel. Develops and maintains beneficial working relationships with low- and mid-level local law enforcement and security officials in order to plan and execute cooperative training exercises and drills at U.S. Government facilities.

g. Time Expected to Reach Full Performance Level:

Twelve months after entry into duty.